WiTS BiTS
INITIATE JOB CODE / POSTION NUMBER
FOR A *NON-WITS* ACTION
STEP-BY-STEP

Use this process only for the following types of HR Actions (that are not currently in WiTS):

- **Title 42 (Senior Scientific)**
- **Corrections**
- **Realignments**
- **Separations – Retirement, Death, Termination, Expirations of Appt, Removals, Discharges**
- **IPA's – Appointments**
- **Cancellations**
- **Details**
- **Name Changes**

1. <u>**HR SPECIALIST**</u>

   - *Initiate JCPN Request*
     a. Click on "***Initiate JCPN Request***"
     b. Enter relevant data (including mandatory fields) in main input sheet and make sure Action Type shows "Initiate JCPN"
     c. Click on **JCPN** tab
     d. Choose "Request Type" as either: (1) *JC (only),* (2) *PN (only), or* (3) *JC&PN (both)* information as appropriate
     e. Fill in fields in the "Request Section," Job Code Information Section," and/or "Position Number Information Section" as appropriate
     f. Rubber stamp "Initiate JC/PN Request"

2. <u>**BRANCH PM (POSITION MANAGEMENT) REVIEWER**</u>

   - *Review and submit JCPN Request*
     a. Open Job Code/Position Number Request action from personal worklist
     b. Review information and edit as necessary
     c. Rubber stamp "Send to Position Management Team"

3. **HR SPECIALIST**

- *HR Specialist receives email notice that the JCPN request has been submitted to the CSD Position Management Team for action.*

4. **PM (POSITION MANAGEMENT) TEAM (CSD/OD)**

- *Process JCPN Request*
  a. Open *Job Code/Position Number Request* action from personal worklist
  b. Enter assigned codes and action taken into ***Position Management Team Section*** of JCPN Request form
  c. Rubber stamp "Request Complete—Send Email"
  d. Email message is sent to the HR Specialist and PM Reviewer to notify them that the request has been completed.

5. **HR SPECIALIST**

- *Complete non-WiTS action when JCPN is issued*
  - Receives e-mail message from CSD Position Management Team that contains information about the completed request.
  - Verify the issued ***Job Code*** and/or ***Position Number*** contained in the email message.
    a. Optional steps if you wish to view the actual completed JCPN request form:
       o From the **Archive Bizcove**, locate and open the completed Request for Job Code/Position Number action.
       o Click in the checkbox next to the JC/PN action and click the "Detail" button
       o Click on last "completed" checkbox then click on the "View" tab
       o Review and/or print if desired.
       o Click "Close" to exit and return to your WiTS workpage.
  - Complete the non-WiTS action as appropriate (no further action required in WiTS if there is no workflow available in WiTS for the type of HR action the JC/PN is for, e.g., Title 42 conversion, extension, etc.).
- Provide the issued JC/PN to the HR Assistant/SPA for PAR processing as appropriate.